
CHAPTER 9

PERSONNEL SERVICES

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Introduction

This chapter includes a variety of subjects or services to employees that will enhance the total personnel management program. The individual parts of this section are not directly related in some instances, although they are grouped together under the overall title of Personnel Services.

Alcoholism/Drug Abuse

Alcoholism is an illness suffered by almost 10 million Americans. It does not discriminate by age, sex, race or position in life. Because it is a treatable illness and recovery is possible regardless of the severity of the symptoms, early detection and professional help will greatly increase the chances of recovery.

As with the problem of alcoholism, drug abuse is treatable, but there are differences. Drug use and abuse has the potentiality of involving other employees; not all drugs are alike; therefore, they present different problems to the employer; and those who use, possess or dispense certain drugs are committing illegal acts.

Supervisors should not assume the role of behavioral counselors or make moral judgments. Part of the supervisor's job is to be aware of the symptoms of alcoholism/drug abuse and to encourage employees to seek professional assistance so the problem does not effect job performance. Information is available on alcoholism and drug abuse, as well as numerous sources of help.

Employee Safety

It should be the philosophy and policy of each district to provide a safe and healthful working environment for all of its employees. What a district does to promote safety may vary according to need, from issuing a basic policy statement to establishing specific rules and regulations and providing safety equipment. If NRCS provides office space for the conservation district, district employees are expected to observe NRCS safety-related policies, as well as any policy set by the district board. Conservation districts are indirectly covered by the Federal Occupational Safety and Health Act through NRCS.

The following sample safety policy statement can be adopted as is or modified to fit a particular situation.

1. People are our greatest asset; their safety is our greatest responsibility.
2. It is the policy of our district that every employee is entitled to a safe and healthful place to work. It is

our desire and intention to provide a safe work place, safe equipment, and proper materials, and to establish and insist upon safe methods and practices at all times.

3. It is a basic responsibility for all to make the safety of human beings a part of their daily, hourly concern. This responsibility must be accepted by each one who conducts the affairs for the districts.
4. Employees are expected to use any safety equipment provided. Established rules of conduct and rules of safety shall be observed.
5. The joint cooperation of all employees in the observance of this policy will provide safe working conditions and accident-free performance to our mutual advantage.

Safety information is available from:

KS Department of Human Resources
Industrial Safety and Health Section
512 SW 6
Topeka, KS 66603
(913) 296-4386

Awards

An awards program can be established to improve district operations and provide recognition to worthy employees. Such a program, if properly conducted, can have the following benefits:

1. Employees appreciate receiving recognition for their contributions.
2. Employees are encouraged to make continued significant contributions.
3. Morale and productivity are enhanced.
4. The district receives favorable publicity through recognition of these employees.

Included in a program can be awards for length of service, superior performance, employee suggestions that improve work methods or increase productivity, heroism and professional accomplishment. Even though Kansas statutes prohibit payment of a bonus to conservation district employees other awards may be considered such as:

1. A letter of commendation
2. A certificate of appreciation
3. A plaque, medal, jewelry or similar form of recognition

Awards should be made at appropriate ceremonies presided over by the district board. The awards presentation should be widely publicized in newsletters, press releases and by other means.

Other Personnel Services

Districts may wish to consider other employee services that increase morale or respond to a need of the employee.

1. Blood Bank
2. Office events such as picnics, sports events, family gatherings
3. Civic projects
4. Annual medical checkups
5. Meeting rooms.

In closing is a reprint of an article, author unknown, which sums up nicely items an employer needs to remember.

Here's What Employees Want

As it becomes more difficult to attract and keep good employees, you might want to remember why most people like their jobs. Most employees want:

- **To be** recognized as individuals. Get to know each employee's likes and dislikes. This enables you to work effectively with each person.
- **To have** pride in their work. Be sure that all employees know how their efforts help the company's mission. Provide appreciation and praise for a job well done.
- **A sense** of belonging. People cooperate more and produce more when they can identify with a successful group.
- **Fair treatment.** Employees must feel that policies are fair and clearly communicated. They must also feel that policies are administered in a consistent way.
- **A climate** that encourages employees to express ideas. Encourage people to come to you with their ideas.